

PURPOSE

To outline the process and procedures for the Michigan Department of Health and Human Services (MDHHS) budget staff to use to review and approve information technology (IT) maintenance contracts.

DEFINITIONS**Information Technology (IT)**

Data systems and services used to capture, analyze, compare, evaluate and report data.

Information Technology Resource Acquisition-Commodities (ITRAC) System

The electronic DTMB system used to request, approve, and track IT purchases.

IT Maintenance

IT contractual licensing software and system support services to maintain MDHHS on-going operations and production services.

ITRAC Request

Electronic DTMB form used to request various purchasing transactions.

DTMB

State of Michigan, Department of Technology, Management and Budget.

DTMB IT Agency Services

Portion of DTMB designated with responsibility for delivering IT systems and services for each state agency.

DTMB Financial Services

Portion of DTMB responsible for coordinating the IT procurement activities.

POLICY

The Michigan Department of Health and Human Services will use the following process to renew IT maintenance services on existing IT contracts.

PROCESS

1. DTMB IT agency services coordinates with MDHHS program area and determines the need to renew maintenance services of an existing IT contract.
2. DTMB IT agency services routes the ITRAC request with the attached necessary documentation through the correct approval path.
3. The ITRAC request routes to the MDHHS budget office for review and approval or denial. If the amount of the maintenance renewal has changed by 10 percent or more as compared to the previous request, the MDHHS budget office will reach out to DTMB IT agency services to validate the change.
4. If the greater than 10 percent change is validated by DTMB IT agency services or the request has changed by 10 percent or less, MDHHS budget office approves the ITRAC request and confirms/assigns financial coding. The ITRAC routes to DTMB financial services to complete the purchasing actions required. If the greater than 10 percent change is not validated, the ITRAC is denied and routes back to DTMB IT agency services.

FORMS

DTMB IT agency services initiates the ITRAC Requests and other necessary documentation.

CONTACT

For questions, contact the Business Integration Center at 517-241-4012 or Bureau of Organizational Services at MDHHS-Onboarding@michigan.gov.